



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (TYPING)

\$2,143 - \$2,826

**ADMINISTRATIVE HEARING BUREAU
SAN FRANCISCO**

RESPONSIBILITIES: Under the general supervision of the Chief Administrative Law Judge, the incumbent provides administrative support for Bureau staff, and may assist other management staff as needed within the Bureau. The incumbent must work cooperatively with others and demonstrate the ability to communicate effectively with staff and the public both verbally and in writing. Some typing and computer skills are required. Duties include but are not limited to: receive case files forwarded to the Bureau; receive and date stamp all pleadings filed with Bureau; maintain files for records retention schedule; assist with the preparation of the writ of mandate files and respond to public inquiries regarding same; assist staff with record keeping; process all Bureau purchase orders; maintain supplies, equipment and the Bureau library.

DESIRED QUALIFICATIONS:

- Ability to follow oral and/or written directions
- Ability to demonstrate initiative and independence
- Ability to work cooperatively with staff and the public
- Ability to communicate effectively orally and in writing.
- Experience with Microsoft Office applications (i.e. Word, Excel and Access)

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Assistant level, those within transfer range or who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Diana Vandre, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate Office Assistant (Typing), #413-214-1379-xxx on the state application.** For additional information, please call (916) 492-3308.

FINAL FILING DATE: February 2, 2009 or until filled

NOTE: Interested individuals must submit an application in order to be considered for this position.

01/23/09 DV

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
